

## **Mandatory Non-Technical Training for APHIS Employees**

### **February 2005**

**1. Civil Rights Training**—*USDA mandates that for each **Calendar Year**, every employee will need to complete specific Civil Rights training, which is listed below:*

Topics for CY 05-07 have been identified below; however, options for the training have not yet been determined. APHIS employees will be notified when these options have been determined and are available.

#### CY 05

- Reasonable Accommodations in the Workplace for People with Disabilities
- Federal EEO Procedures and Affirmative Action

#### CY 06

- Disability Rights
- Special Emphasis
- Federally Assisted Program training for employees having Federally assisted responsibilities. (These programs and activities involve Federal financial assistance to a recipient, who in turn provides the benefit or service to the beneficiary. Service is generally provided using a Memorandum of Understanding or Cooperative Agreement and usually, but not always, conducted at a local college or university.)

#### CY 07

- Nonsexual Workplace Harassment
- Federally Conducted Program for employees having Federally-conducted responsibilities. (These programs and activities occur where the benefit or service is provided directly to the beneficiary by the agency.)

Contact: David Foley, Training & Development Branch (TDB), Riverdale, MD (301) 734-6367

**2. Supervisory Training**—*OPM policy mandates that probationary supervisors attend 40 hours of supervisory training within the first 12 months of their supervisory appointment.*

- New Supervisor Training: APHIS requires new, FIRST-TIME Federal supervisors in a 12-month supervisory probationary period attend Fundamentals of APHIS Human Resources Management-Blended Learning (FAHRM) for probationary supervisors. This course meets the requirements set forth by OPM, as well as the supervisory skills requirements USDA and APHIS have identified for successful supervision. Course components include:
  - 36 classroom hours (performance management, leadership skills, Civil Rights/EEO and core communication skills)
  - 5 web-based seminars
    - Position management and classification

- Pay, leave, compensation, and family friendly policies
- Staffing, recruiting and hiring
- Safety, health and wellness
- Conflict Prevention and Resolution

Once APHIS supervisors complete all of the above training components, they will have satisfied the OPM and APHIS mandatory supervisory training requirements for probationary supervisors and will receive a certificate of course completion, of which a copy will be placed in their Official Personnel Folder (OPF), and a copy will be sent to their second-line supervisor.

Contact: Betsy Guardiola, TDB, Riverdale, MD (301) 734-8554

- APHIS Supervisory Training Policy: There is no formal policy in APHIS at this time. However, we are currently proposing policy for supervisors, managers, and executives to ensure that they stay up on the art of managing, which is their key function. This policy proposes that each manager/supervisor/executive complete a 360-degree leadership assessment instrument at least once every 5 years to determine his/her developmental needs. Annually, he/she will be expected to prepare an individual development plan (IDP) or learning contract with his/her supervisor that covers those areas needing attention as identified in the above assessment. Annually, he/she will then be expected to complete at least 24 hours of training or equivalent developmental activity(ies) directly related to one or more of the competencies planned for in their development plan. Developmental activities can include formal classroom training, on-the-job training, web-based training, details, etc. Time frame: the policy is expected to be out in the near future.

Contact: Linda Story, TDB, Riverdale, MD (301) 734-5732

**3. Ethics Training**—Ethics Training--Annual ethics training is mandated for all Federal employees whose positions require them to file a financial disclosure report. The disclosure requirement is to provide a routine formal process for the identification of potential conflicts of interest and appearances of conflicts at their earliest stages. Identifying potential conflicts of interest early provides agencies and employees the opportunity to remedy situations that could, if unchecked, compromise the public confidence in the integrity of the Federal Government. Designated APHIS employees will be notified in September of each year that their reports must be filed by an October deadline, and that they must complete 1 hour of online ethics training by December 31. To access the training, go to [www.usda-ethics.net](http://www.usda-ethics.net) and click on "training modules." Employees may meet the annual ethics training requirement by completing a minimum of 3 training modules.

New Employees--The Office of Government Ethics (OGE) issued regulations requiring that each new employee be given a minimum of 1 hour of official time within (30) days of appointment to review the Standards of Ethical Conduct for Employees of the Executive Branch and other ethics guides. The new employee origination information is posted at:  
[www.aphis.usda.gov/mrpbs/ethics.html](http://www.aphis.usda.gov/mrpbs/ethics.html).

In addition, all financial disclosure report filers who are considering leaving the Federal government, as well as any other USDA employees who wish to do so, must meet with their ethics advisors to assure full understanding of the rules governing the process of seeking outside employment and Federal post employment. Employees considering leaving the Federal service should review the “Post Employment Restrictions” and “A Walk Through Post-Employment” modules located at [www.usda-ethics.net](http://www.usda-ethics.net), click on “Rules for the Road” and scroll down to Post Employment.

Contact: Mary Royster, HRD, Washington, DC (202) 720-9858
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**4. IT Security Awareness Training for Beginners**—All government employees are required to complete this online training yearly, which is available through the online training source “AgLearn” at [www.aglearn.usda.gov](http://www.aglearn.usda.gov). Employees will need a USDA eAuthentication Level 2 User ID in order to register for any AgLearn courses. Employees will also need to successfully pass a test at the end of the course in order to satisfy the mandated training requirements. To find the course in AgLearn, type in “IT Security Awareness” in the title block on the Search Catalog page; then click on the “Beginner” course. Each year, APHIS employees should receive information from the APHIS Information Systems Security Manager, IT, on this mandatory training and its impending deadline.

Contact: Wilbur Crawley, IT, Riverdale, MD (301) 734-5968
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**5. Emergency Response Basic Training**—To ensure the preparedness of our Agency, the Secretary of Agriculture has mandated that all USDA employees, irrespective of job series or classification, become familiar with basic Incident Command System (ICS) concepts and structure. Therefore, all employees must complete this one-time training requirement of the two basic courses ICS 100 and ICS 200, which are available through the Agriculture Learning Service “AgLearn” ([www.aglearn.usda.gov](http://www.aglearn.usda.gov)). Employees will need a USDA eAuthentication Level 2 User ID in order to register for any AgLearn courses. New employees have 90 days from their effective start date to complete the training. To find the ICS courses in AgLearn, type in “Incident Command System” in the “Title Contains” field on the Search Catalog page. The training requires approximately 2 hours per course, and certificates are printable upon completion of an end-of-course test with a score of 70% or higher, which will satisfy the mandated training requirements.

Contact your Emergency Programs Coordinator
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**6. Individual Development Plan (IDP)/Learning Contract Policy**—Currently, there is no APHIS-wide IDP policy (other than the proposed APHIS supervisory training policy described above); however, both APHIS and the Department encourage managers and supervisors to use IDP’s or learning contracts as a tool for developing their employees.

Check with your specific program to see if they have their own policy on IDP's or learning contracts.

Contact: Linda Story, TDB, Riverdale, MD, (301) 734-5732, or your assigned TDB training specialist (which is posted on this TDB website)